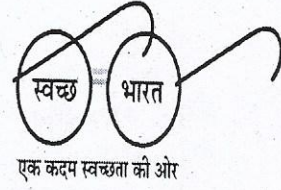




संख्या/ No. A.13011/1/(APAR)/2025-Ad.II.1049  
भारत सरकार/ Government of India  
गृह मंत्रालय/ Ministry of Home Affairs  
समन्वय निदेशालय/ Directorate of Coordination  
पुलिस बेतार/ Police Wireless



खण्ड सं 9, के.स.का. परिसर/ Block No.9, C.G.O. Complex,  
लोधी रोड, नई दिल्ली-3/ Lodhi Road, New Delhi-3  
दिनांक/Dated the 02<sup>nd</sup> May, 2025.

### परिपत्र/ CIRCULAR

**Subject: Timely Completion of Annual Performance Assessment Reports (APAR) for the Financial Year 2024-25 – Reg.**

Attention of all Officers/Officials is hereby invited to the instructions contained in DoPT O.M. No. 21011/02/2009-Estt.(A) dated 16.02.2009 regarding the timely completion of Annual Performance Assessment Report (APAR) for the Financial Year 2024-25 (period from 01.04.2024 to 31.03.2025). The time schedule for preparation and maintenance of APARs has already been earlier conveyed vide this Directorate Signal No. A.13011/1(APAR)/2025-Ad.II dated 18.03.2025 and dated 15.04.2025.

2. Further, as per the guidelines prescribed in the aforesaid O.M., the following provisions are reiterated for strict compliance:

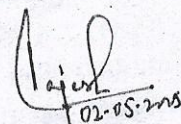
- **Recording of entries within prescribed time limits:** Where the officer reported upon fails to submit his self-appraisal within the prescribed time, the reporting authority shall record remarks without self-appraisal. A certificate to the effect that self-appraisal was not submitted by the officer reported upon within the prescribed time, shall be placed along with the report by the Custodian.
- If the Reporting Officer does not initiate the APAR by **30th June** of the year following the financial year, he/she shall forfeit the right to record any remarks. All pending APARs must be forwarded to the Reviewing Officer on the next working day.
- Similarly, if the Reviewing Officer fails to record remarks by **31st August**, he/she shall forfeit the right to enter any remarks.
- The section responsible for maintaining APARs shall forward the APARs for self-appraisal along with a schedule of dates and shall bring to the notice of the Head of Organization, by October, the names of Officers who have failed to initiate/review APARs within the prescribed timeline.

*[Signature]*  
02.05.2025

Contd.,p/2



- The Secretary in the Department/Head of the organization in the case of attached/subordinate offices may direct to call for the explanation of the concerned officers for not having performed the public duty of writing the APARs within the due date and in the absence of proper justification direct that a written warning for delay in completing the APAR be placed in the APAR folder of the defaulting officer concerned.
  - If APAR remarks are missing due to forfeiture by the Reporting/Reviewing Officer(s), a certificate to this effect shall be added to the APAR. In cases where both the Reporting and Reviewing Officers forfeit their rights, the APAR dossier will consist solely of the self-appraisal submitted by the Officer concerned.
3. All Officers/Officials posted at Headquarters, ISPW Stations, CPRTI, New Delhi, and RPWTIs are requested to **strictly adhere** to the above guidelines and ensure **timely completion** of the APAR process.
4. This issues with the approval of Competent Authority.



(R.K. Singh)  
Deputy Director (Admn)

Copy To:

1. PS to Director, DCPW.
2. PA to Additional Director (HQ), DCPW.
3. PA to Additional Director (OPS), DCPW.
3. All JDs/ DDs, DCPW.
4. All Sections I/Cs at Hqrs. Including CPRTI/RPWTIs.  
Polnet Hub Sirifort, New Delhi for similar action.
5. AD (IT): For uploading on the DCPW Website Please.
6. File.